



Staff Report

TO: The Mayor and Members of the City Council

DATE: December 5, 2008

SUBJECT: Revised Briefing and Post-City Council Briefing Agenda for December 8, 2008

PREPARED BY: J. Brent McFall, City Manager

Please Note: Study Sessions and Post City Council briefings are open to the public, and individuals are welcome to attend and observe. However, these briefings are not intended to be interactive with the audience, as this time is set aside for City Council to receive information, make inquiries, and provide Staff with policy direction.

Looking ahead to Monday night's Briefing and Post-City Council meeting briefing, the following schedule has been prepared:

Dinner (Note earlier time) 5:30 P.M.
1. Dinner to include the Westminster 303 Class in the Multi-Purpose Room

Council Briefing (*The public is welcome to attend.*) in the Multi-Purpose Room 6:30 P.M.

CITY COUNCIL MEETING 7:00 P.M.

POST BRIEFING (*The public is welcome to attend.*)

PRESENTATIONS

1. Closure of 80th Avenue during the construction of the new bridge over US 36 (Verbal)

CITY COUNCIL REPORTS

1. Report from Mayor (5 minutes)
2. Reports from City Councillors (10 minutes)

EXECUTIVE SESSION

None at this time

INFORMATION ONLY STAFF REPORTS – do not require City Council action

1. Westminster 303 Employee Training
2. Armed Forces Tribute Garden Business Cards

Items may come up between now and Monday night. City Council will be apprised of any changes to the post-briefing schedule.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report



Information Only Staff Report
December 8, 2008

SUBJECT: Westminster 303 Employee Training

PREPARED BY: Carol Gifford, Employee Development Analyst
Lisa Chrisman, Senior Human Resources Analyst

Summary Statement:

This report is for City Council information only and requires no action by City Council. Westminster 303 is a Citywide employee training class developed to provide employees with the opportunity to interact with City Council, City Manager's Office, and the Department Head group, as well as to learn valuable information about the intricacies of City government. It is the successor to the popular Westminster 101 and 202 training classes. The details about the class are as follows:

- The class enrollment is capped at 30 employees.
- The class will be held on Monday, December 8, 2008, from 12:30 pm to 9:30 pm.
- The training will be held in the Multipurpose Room at City Hall.
- The first section of the course includes a tour of newer City facilities to better acquaint employees with locations and services available to the public. This will enhance an employee's ability to provide more accurate and up-to-date customer service to citizens.
- The middle section of the course acquaints City employees with Who's Who in the organization, City government structure, as well as provides valuable up to date information about City services. For example, employees will learn how an item on Monday night's City Council agenda is researched, developed, placed on a City Council agenda, and then voted on or tabled for further review or discussion.
 - City Council is invited to attend a portion of the training session (approximately 4:30 to 5:30 pm, if it fits into their schedule) prior to the Pre-Council Meeting, as a means of interacting with employees and serving as a resource for employees attending this training.
 - Employees will have the opportunity to have dinner with the City Council and observe the Pre-Council Meeting which will be held in the Multipurpose Room for this special event.
- The last section of the training includes an opportunity for employees to observe a City Council meeting and then discuss the meeting with City staff once the Council meeting has adjourned.

Background Information

This is the third in a series of Citywide training classes that provides information to City employees about our City Values, Mission and Strategic Plans. This is the seventh year Westminster 303 has been offered to employees. The three courses provide valuable information on the basic services each department provides, as well as demonstrates how the City supports City Council's Strategic Plan goals of Financially Sustainable City Government Providing Exceptional Services, a Strong, Balanced Local Economy, and Beautiful and Environmentally Sensitive City. The class specifically highlights the complexities of running a city government. It is designed to be a fun, interactive class that allows employees to share and learn information from one another.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

Information Only Staff Report
December 8, 2008



SUBJECT: Armed Forces Tribute Garden Business Cards

PREPARED BY: Bill Walenczak, Director of Parks, Recreation and Libraries
Laura Magnetti, Management Assistant

Summary Statement:

This report is for City Council information only and requires no action by City Council.

In a continued effort to promote awareness and raise funds for the Armed Forces Tribute Garden, Staff is providing Council with Armed Forces Tribute Garden business cards to distribute to contacts seeking additional information or wishing to donate to the Garden. The card gives a phone number and a website to access information.

Additional business cards are available from Karen Layfield or Laura Magnetti, 303-658-2209, in the Parks, Recreation and Libraries Department at City Hall.

Background Information

The first phase of the Armed Forces Tribute Garden, located at 6001 W. 104th Avenue, is complete, but funding is still needed for future enhancements. The master plan for the Tribute Garden includes adding shade structures above seating areas and an additional bronze sculpture in each of the six service branch areas.

Engraved brick orders are still being accepted and will be installed annually. Bricks ordered by February 1, 2009, will be installed in time for the City's Armed Forces Day event to be held on May 16, 2009.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment (City Council Only)